Intego FileGuard X4

User's Manual

Intego FileGuard X4 for Macintosh

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About Intego FileGuard X4

Whether you use your Mac for work, play, or everyday activities at home, it contains a variety of files. You may have music, movies and photos; word-processing documents, spreadsheets and contact information; reports, letters and to-do lists. Most of these files need no special protection, but some of them are confidential: you may have files for your business, personal financial records, private e-mail, instant message transcripts and more. Mac OS X protects your files by requiring a password to access your user account, but hackers, vandals and data-thieves may be able to bypass this protection.

This is even more of a threat if you have a laptop, and use it on the road. If you lose your laptop, it may contain much more than just your vacation pictures and itinerary. Anyone who finds your laptop may be able to not only steal your files, but also your identity.

Identity theft is one of the leading computer security issues today, and the only way to prevent it is to ensure that all your personal and confidential documents are fully protected. FileGuard X4 creates virtual safes that provide unbreakable protection for all your sensitive files. You can create as many safes as you want, using them for different types of files: you can create a safe for your e-mail, another for your business documents, another for your financial records, and one for schedules, contacts and calendars. Each safe can have its own password, and when you close a safe, there's no way that anyone can get at its contents. You can set the upper limit of a safe's capacity: it will automatically increase in size to that limit as you add files to it.

FileGuard X4's safes are not only secure; they are also portable. You can store safes on file servers or external disks and you can keep them on your home or office Mac with no risk of anyone opening them. You can even send FileGuard X4 safes to friends, family or colleagues, and they can access files contained in those safes, as long as they have the password, even if they don't have FileGuard X4 software.

FileGuard X4's safes are easy to access. Double-click a safe's icon in the Finder, then enter your password to open it. When a safe is open, you simply drag files to its icon to add them to the safe. You can use floating *avatars* for your safes, unique icons that display above other windows on your screen, so you can drag files to them regardless of which other windows are visible; alternately, you can make your avatars behave like ordinary windows, hidden until you bring them to the front. You can also access your safes easily from the Intego menu that displays in your menu bar: you can open a safe, no matter where it is stored, by simply selecting it from the Intego menu and typing your password. Finally, you can access safes from standard Open and Save dialogs, so you can select files from them to work with, or save files directly to your safes to avoid writing them in unprotected form to your hard disk.

Make Safes for Any Use

FileGuard X4 has a practical assistant that helps you create safes easily, and you can also use the FileGuard X4 application to create safes and change their settings. This application lets you manage all your safes, whether open or closed, change settings, change the sizes of safes or compress them, and much more.

In addition to creating safes that you can use for any confidential files, FileGuard X4 lets you create special safes that protect your e-mail and instant messaging transcripts. When you create one of these safes, FileGuard X4 copies all the files for your e-mail or instant messaging program into the safe. When you open the safe, then launch a protected program, that program reads and writes from its safe. You can then quit the program and close the safe to ensure that your sensitive files remain protected. FileGuard X4 has an assistant that walks you through the steps necessary to create these safes, as well as safes for specific folders (such as your Documents folder), and custom safes for any folder you want to protect.

Whatever your needs, FileGuard X4 protects your sensitive files.

How FileGuard X4 Keeps Your Stuff Safe

Writing information to your Mac is like casually writing it down on a loose piece of paper. Because the tools for interpreting information from a piece of paper are fairly universal—vision and the ability to read—most literate people who see that piece of paper will be able to extract its information. To obscure the information, you'd need to either change the message's visibility or its legibility, or put it into a secret code.

Just as you can write messages with invisible ink, it's possible to make information invisible on your Mac. The problem is that the Mac's built-in visibility safeguards aren't very secure: anyone who knew you had invisible files could read all your messages with a few mouse clicks. A better solution is to make the information illegible using a system of secret codes; that's what happens when you create a safe with FileGuard X4.

Each FileGuard X4 safe requires a password—that is, a string of letters, numbers, and/or other characters that only you know. FileGuard X4 uses that password to change the contents of the files you store in its safes into strings of seemingly random characters. If a thief were to obtain one of these safes, they would gain no advantage, since the safes contain information that can only be interpreted with the password.

The technology used to convert readable information into password-protected gibberish is known as cryptography. Protecting information with this process is known as "encryption", while returning the information to its readable form is "decryption". Cryptography has been used for thousands of years, and has been a field of serious research for hundreds of years. With the ubiquity of digital information, and the near-permanent transmission of this information over the Internet, thousands of experts work to create ever-stronger encryption schemes. FileGuard X4 takes advantage of their most recent discoveries to protect your data as strongly as possible.

Installing Intego FileGuard X4

For information on installing and serializing FileGuard X4, see the Intego Getting Started manual, included with your copy of FileGuard X4. If you purchased the program by download from the Intego web site, this manual will be in the disk image you downloaded that contains the software. If you purchased FileGuard X4 on a CD, you'll find this manual on the CD.

System Requirements

- Any officially-supported Mac OS X compatible computer running a PowerPC or Intel processor
- Mac OS X 10.4 or higher, or Mac OS X Server 10.4 or higher

Using Intego FileGuard X4

FileGuard X4 protects your files by storing them in encrypted folders known as *safes*. Once you've unlocked a safe with your password, it works almost exactly like an ordinary Mac OS X folder: you can add files to it, remove files from it, access it from an application, delete it, and so forth. If you don't know a safe's password, however, its contents are completely unavailable to you: in fact, you can't even see what's inside it without the password.

WARNING: FileGuard X4 safes are extremely secure. If you lose your passwords, your safes' contents will probably be lost forever.

FileGuard X4 is extremely easy to use, and in fact many of its functions are transparent once you've created safes. This manual details three important ways to work with safes to protect your data:

- **Creating Safes** to set aside protected spaces for your files.
- **Modifying Safes** to change security, interface, and size attributes, whether during their creation or at a later time.
- **Working With Safes** to manage files in safes, and to work seamlessly and efficiently with the programs you use every day.

Creating Safes

You can create FileGuard X4 safes in four ways:

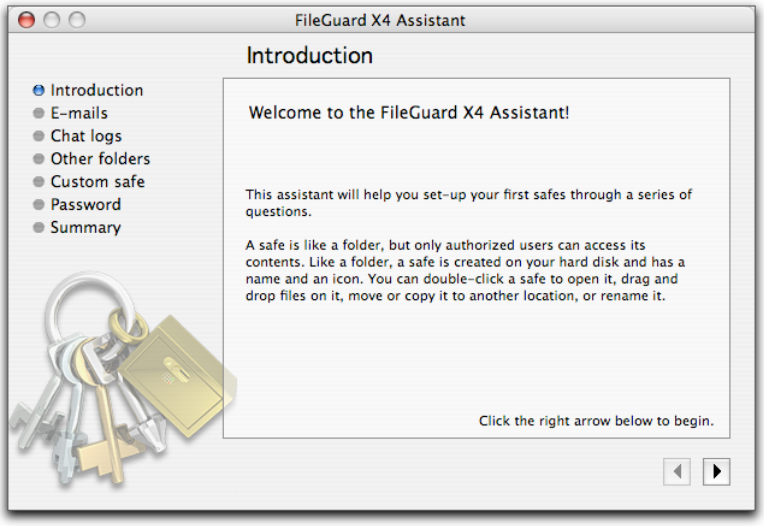
- Using the FileGuard X4 Assistant,
- From the FileGuard X4 main window,
- By selecting items in the Finder, then Control-clicking (or clicking your right mouse button) to bring up a contextual menu, or,
- From the Intego Menu.

By default, safes contain *copies* of the folders and files you want to protect, but the originals stay where they are. For complete protection, you'll also need to delete those originals: see "Modifying Safes: Advanced Options".

Unless you change its settings, a newly created safe's icon will appear on the Desktop, its animated avatar will appear on another part of the screen, and its folder will open. For details on how to work with avatars and open safes, see "Working With Safes".

Creating Safes With the FileGuard X4 Assistant

The first time you launch FileGuard X4, you'll be greeted with the FileGuard X4 Assistant. (You can also launch it at any time by choosing the menu selection FileGuard X4 > Launch FileGuard X4 Assistant.) The first window welcomes you to the program and explains a bit about safes.


FileGuard X4 Assistant
Introduction
Introduction
E-mails
Chat logs
Other folders
Custom safe
Password
Summary
Welcome to the FileGuard X4 Assistant!
This assistant will help you set-up your first safes through a series of questions.
A safe is like a folder, but only authorized users can access its contents. Like a folder, a safe is created on your hard disk and has a name and an icon. You can double-click a safe to open it, drag and drop files on it, move or copy it to another location, or rename it.
Click the right arrow below to begin.

Clicking the right arrow in the bottom-right corner takes you to the next screen. You can go backwards in the process at any time by clicking the left arrow, or skip screens by clicking the right arrow repeatedly.

In the next screen, you can create safes to protect your e-mail from prying eyes. As you receive or send new e-mail, it will be protected as well. Only those programs that are installed properly on your Mac will be available for choice. In our example below, we have two programs installed, and we've chosen to protect only e-mail stored in Apple Mail.

FileGuard X4 Assistant
Protect e-mails
Introduction
E-mails
Chat logs
Other folders
Custom safe
Password
Summary
E-mail programs store your e-mails in folders. Check the programs for which you want the Assistant to replace those folders with safes.
Apple Mail
Microsoft Entourage
Mozilla Thunderbird
Qualcomm Eudora
Safes are created with a capacity of 10 times the current size of the corresponding folder.
The assistant will quit your e-mail program before creating the safe. You will have to relaunch it manually after the safe is created.
Click the right arrow below to continue.

The next screen protects logs within chat programs in a similar manner. Note that some programs (including Apple iChat) have logging turned off by default. If you've never turned it on, there will be nothing to protect, so the checkbox next to that program will be unavailable. In our example below, we've opted to protect Apple iChat.

FileGuard X4 Assistant
Protect chat logs
Introduction
E-mails
Chat logs
Other folders
Custom safe
Password
Summary
Chat programs store your chat transcripts in folders. Check the programs for which you want the Assistant to replace those folders with safes.
Apple iChat
Adium
Microsoft Messenger
Fire
Yahoo! Messenger
Mercury
AOL Instant Messenger
aMSN
ICQ
Skype
Safes are created with a capacity of 10 times the current size of the corresponding folder.
The assistant will quit your chat program before creating the safe. You will have to relaunch it manually after the safe is created.
Click the right arrow below to continue.

When protecting both chat and e-mail files, FileGuard X4 plans for the future by first creating a safe that's ten times the size of the current chat transcript folder or e-mail folder. You may eventually need to make these safes larger as you send and receive more messages: for instructions, see "Modifying Safes: Appearance and Size".

FileGuard X4 protects these files by finding the folders where they're usually stored and turning them into safes. If you've moved or deleted a program's folder, FileGuard X4 won't be able to protect it, and the checkbox for that program will be unavailable.

The safes that FileGuard X4 creates for e-mail and chat programs will appear on your Desktop and have obvious names. For example, protecting your iChat folder will result in a safe named "Chat – iChat".

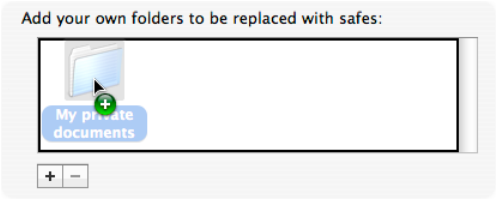
The next screen gives you an opportunity to protect any other folders on your hard drive. The top section offers four checkboxes for folders that you're most likely to want to protect: Music, Pictures, Movies, or your entire Documents folder. Here, we've chosen not to protect any of those folders.

You might find that one or more of the checkboxes is dimmed and unavailable. For example, if in the previous screen you had chosen to make a safe to protect your iChat transcripts, the Documents checkbox will be dimmed, because the folder containing iChat transcripts is inside the Documents folder. One way to correct this conflict would be to go back to the beginning of the FileGuard X4 Assistant and uncheck the all checkboxes that would cause safes to be created inside the Documents folder. When you return to this screen, the Documents checkbox will be available.

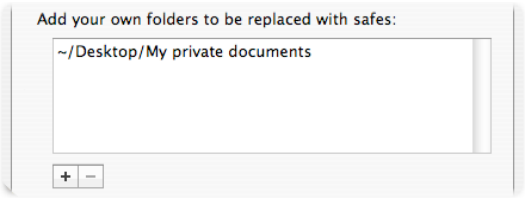
The bottom section of this screen is where you add any other folders you'd like to protect. You can do this in two ways:

- Click the + sign in the bottom-left, navigate to the folder you'd like to protect, then click Select;

- Drag the folder into the window. The enclosing box will display a dark outline, and your cursor will have a + sign next to it to show that FileGuard X4 recognizes the folder as valid.

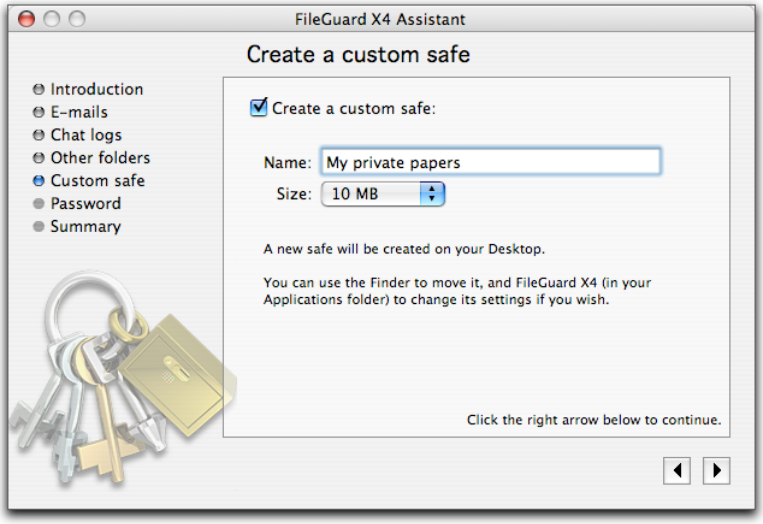


Folders that you add to this window then appear as paths—that is, a description of where the folder is stored on your hard drive.

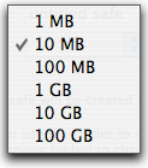


When you're done, click the right arrow. As before, you can't make a safe inside a safe. If you attempt to do so, you'll receive a warning message, and FileGuard X4 will remove the last folder added.

The next screen lets you create an empty safe for future use.


FileGuard X4 Assistant
Create a custom safe
Introduction
E-mails
Chat logs
Other folders
Custom safe
Password
Summary
Create a custom safe:
Name: My private papers
Size: 10 MB
A new safe will be created on your Desktop.
You can use the Finder to move it, and FileGuard X4 (in your Applications folder) to change its settings if you wish.
Click the right arrow below to continue.

The popup menu lets you choose how big you expect this safe to be, from 1MB to 100GB. Each menu selection is ten times the size of the one above it.



If you don't know how big you want your safe to be, don't worry: you can change its size at any time. Choosing too small a size could result in a Mac OS X error message when you try to put an overly large file into the safe. Don't choose a size bigger than the amount of space available on your hard disk. However, when you create a new safe, it does not take up the full size you select. It occupies a minimum amount of space, then grows as you add files to it. So, if you choose, say, 10 GB for the size of a safe, the original, empty safe will only take up a little more than 10 MB. As you add files, it will increase as necessary, though it will not grow larger than 10 GB. (You can change the size of a safe or compress safes in the safe's Settings window; see "Modifying Safes: Appearance & Size".)

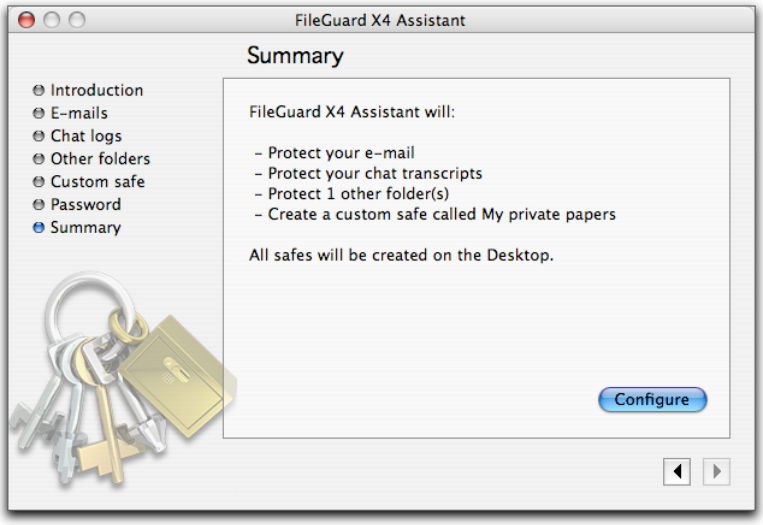
Here are some good starting safe sizes for common file types.

Predominant file type to protect	**Starting safe size**	**Explanation**
General business documents	100MB - 1GB	Business documents tend to be mostly text, which doesn't take up much room. Graphics files, such as presentations, photos, logos, and charts, increase storage needs substantially.
Photos and graphics	1GB - 10GB	Storage needs of digital photos vary depending on the camera's resolution and compression scheme. A photo from a mobile phone might be as small as 0.1MB, while a high-end camera's uncompressed image could be 100 times as large.
Media files	10GB	Music and movies are among the largest files on your computer, so safes built to store them need lots of room.

Click the right arrow to go to the next screen in the Assistant, where you enter the safe's password and confirm it by typing it in a second time.

Click the right arrow to go to the final screen of the Assistant.

Finally, you arrive at a confirmation screen that summarizes the actions you have selected in the assistant. Clicking the Configure button creates the safes you requested, and the FileGuard X4 Assistant then quits. FileGuard X4 itself remains active, however, and the folders you indicated are now protected: you'll find their safes on your Desktop. To stop the process and change your selections, click the left arrow button and make your corrections before returning to this screen and clicking Configure.



A safe that's in the process of being created will have a different appearance from a safe that's ready for use. For example, the default Classical icon appears as dull metallic gray while being created, but becomes shiny gold when ready.

Safe being created

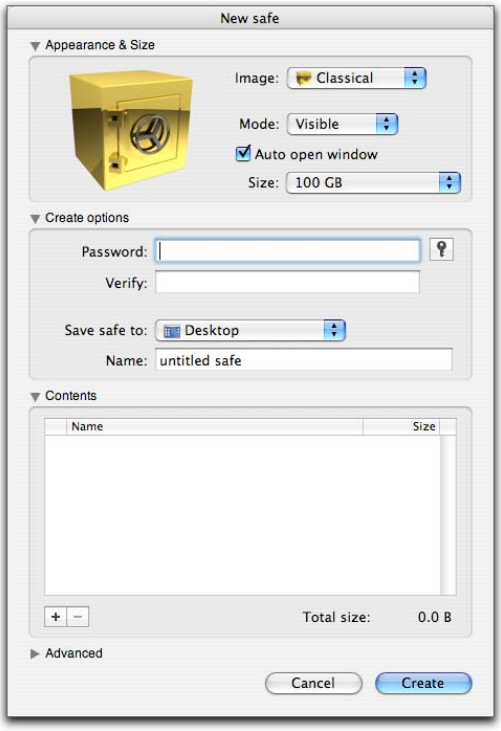
Safe ready for use

Creating Safes With the FileGuard X4 Main Window

You can also create safes using FileGuard X4's main window. To do this, launch the program either by double-clicking its icon in your Applications folder or choosing Open FileGuard X4 from the Intego Menu (see "Using the Intego Menu").

Then, either choose Safe > New..., or click the New button. If you know what items you want in the safe, drag them from the Finder onto of the New button to create a safe containing those items.

You'll see a Settings window for options that will apply to your newly created safe.

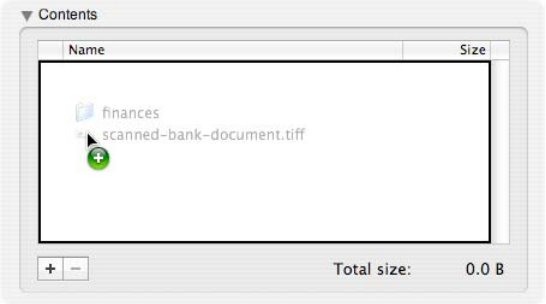


If you just want to quickly create a safe, you can ignore all these options except for the Password and Verify fields. After you've entered your password into those, click Create. A new safe titled "untitled safe" will appear on your Mac's Desktop.

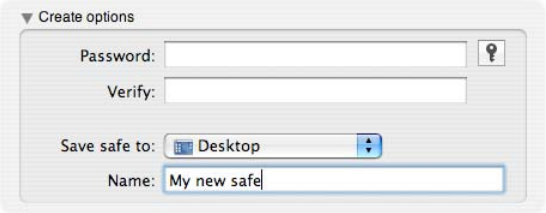
This Settings window is very similar to one you'll see later, in the section "Modifying Safes". There are two main differences.

First, this Settings window has a Contents section, where you can indicate files that you want added to the safe when FileGuard creates it. There are two ways to add files here:

- Click the + sign in the bottom-left, navigate to the files you'd like to include, then click Open, or,
- Drag files or folders into the Contents section.

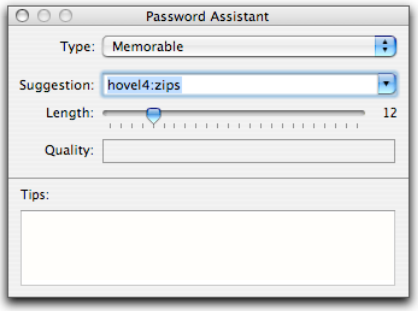


Second, this Settings window has a "Create options" section. The first part is where you enter the password that will become the safe's main key. Enter your desired password twice: once in the Password field, and once in the Verify field. If the two don't match, the safe will not be created, and you'll be prompted to try again.



Choosing a good password is important. Too often, people pick passwords that are either easy to guess (such as a pet's name) or easy to break using "brute-force" methods, where a computer tries word after word until it guesses the right one. (Words found in the dictionary are poor choices for this reason.)

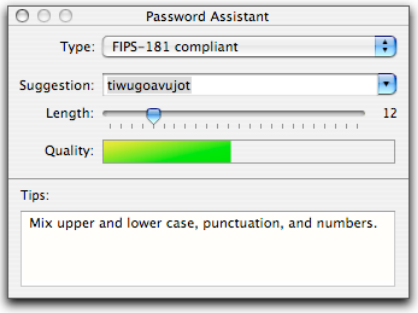
FileGuard X4 provides access to Apple's Password Assistant to help you pick passwords that are both memorable and secure. To use the Password Assistant, click the key icon to the right of the Password field, and you'll be presented with a suggested password.



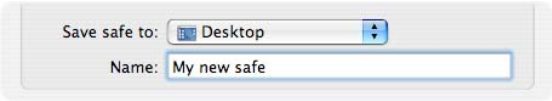
The popup menu at the top of the Password Assistant lets you choose from several types of suggested passwords.

- **Memorable** passwords use whole or partial English words separated by at least one number and one non-alphanumeric character. Because they contain "real" words, they're easy to remember.
- **Letters & Numbers** passwords are less memorable, but perhaps easier to type.
- **Numbers Only** passwords are easy to type on a 10-key pad, and some people find them easy to remember.
- **Random** passwords mix letters, numbers, and other characters. They tend to be hard to remember, but are extremely secure.
- **FIPS-181 compliant** passwords are random strings of lower-case letters that fit a 1993 U.S. Government edict for Federal Information Processing Standards.

No matter which password-generation category you choose, one password displays in the Suggestion field, and the popup menu at the right of this field offers a list of other suggested passwords. You can change the proposed password's length with the Length slider. After you've rejected the first suggestion, the Quality bar tells you how strong the password is, and the Tips field shows you ways you could make it stronger.



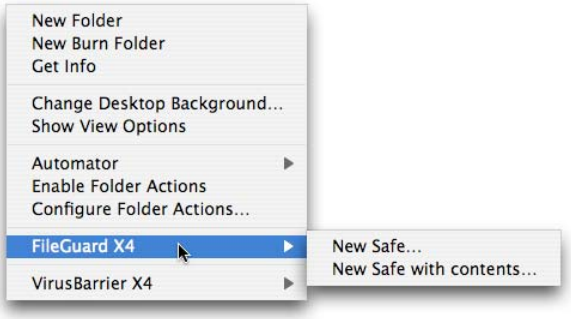
The bottom part of the Create options pane lets you set the safe's name and default location—that is, where on your hard drive it is stored. However, that's not necessarily where a safe's files will be when you open the safe: see "Modifying Safes: Advanced Options" for details on changing a safe's "mount point".



The "Appearance & Size" and "Advanced" sections of the Settings window are discussed in detail in "Modifying Safes".

Creating Safes With Contextual Menus

Another way you can create a safe is by holding down the Control key while clicking in the Finder, or by clicking your right mouse button. The contextual menu that appears will vary depending on your Mac's configuration, installed programs, and what your mouse was over when you clicked. In any event, toward the bottom of the menu you'll see a choice labeled FileGuard X4, with the submenu choices New Safe... and New Safe with contents....



Selecting New Safe... brings up the new safe creation window described above, in the section "Creating Safes with the FileGuard X4 Main Window". Selecting New Safe with contents... brings up the same window, but with the selected items already in the Contents section of that window, as follows:

Control-click:	**Contents of safe that's created from "New safe with contents..."**
The Desktop, or any window where no items are selected	All items that appear on your Desktop, or all the items in the window.
A single file	The file.
Multiple files	All the highlighted files. To do this, either Command-click or Shift-click until all the files you want to protect are selected, hold down Control while clicking any of them, then choose "New Safe with contents..." from the contextual menu.
A folder	The folder and all the files it contains.
A safe	The safe, inside a new safe.

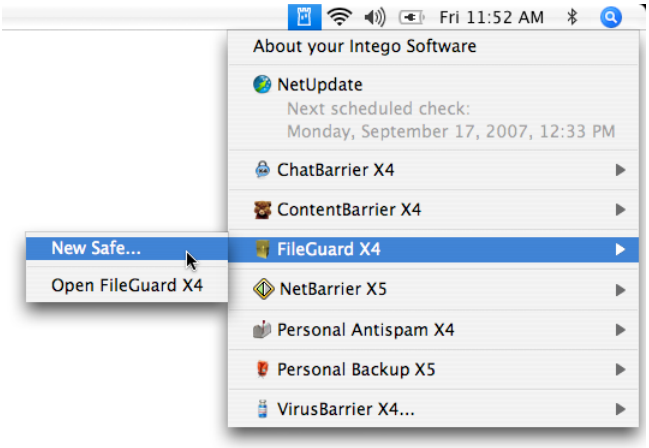
By default, safes created by selecting "New safe with contents..." are read-only because they're compressed to take up as little space as possible. To be able to add items to such a safe or modify its contents, change its size in the Settings window to something other than Compressed. For more details, see the Size & Appearance section of "Modifying Safes".

Additional options appear when you Control-click safes themselves or their avatars. These choices will be discussed starting on "Working With Safes".

Creating Safes from the Intego Menu or Mac OS X Dock

You can create a safe by clicking the Intego Menu and choosing FileGuard X4 > New Safe.... This works the same as selecting New Safe... through a contextual menu, as described above.

Creating a new safe from the Dock



Creating a new safe from the Intego menu

When FileGuard X4 is running, you can also create new safes by Control-clicking its icon in the Mac OS X Dock, or by clicking and holding it down for a few seconds. The option New Safe... behaves as when the same choice is made through any other contextual menu or the Intego Menu.

Modifying Safes

Now that you've created one or more safes, it's time to discover their power and flexibility. Here are some ways you can change safes to make them fit your personal style and workflow:

- **Change a safe's icon.** FileGuard X4 includes 16 beautiful safe icons that can help you keep track of safes' contents. For example, you could put highly personal documents into safes with the evocative Heart icon, and give business documents the intimidating Chestnut icon.
- **Display a safe's animated avatar.** Even if the safe is buried in several layers of folders, FileGuard X4 makes an animated icon for it, called an avatar, which can float above all other windows for easy access.
- **Automatically compress safes** so that a safe takes up even less space on your hard drive than the original files it contains.
- **Compact safes** to reclaim space when you remove items from them.
- **Set three levels of passwords** to control access to the files within a safe. For example, let's say that you're a college professor who's given out an electronic test. Your students will return their test files, and your graduate assistant will check to make sure they're all in on time, but not actually read them. You could create a safe where your students have write-only access (as a "drop box"), your graduate assistant has read-only access, and you have full access to retrieve, change, and replace the documents.
- **Set safes to automatically close** after a time period you specify, to prevent others from accessing your sensitive data when you walk away from your desk for a coffee break.
- **Set safes to open in a different location from where the safes themselves are stored.** For example, you could store all your safes deep in a folder, but have their contents appear on the Desktop when they're opened.

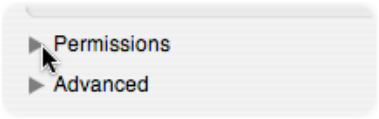
All of these options are available in a safe's Settings window, which you can reach in several ways:

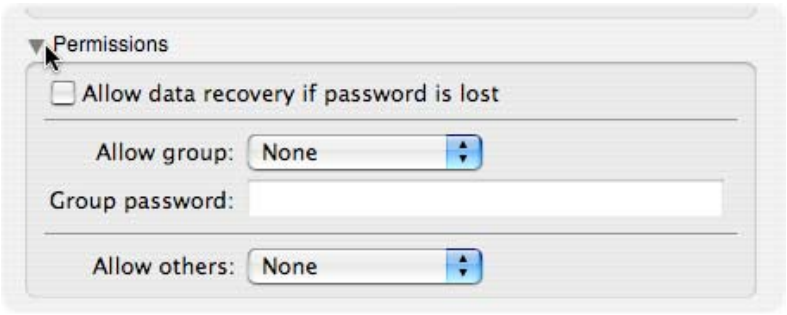
- By Control-clicking the safe's icon and choosing FileGuard X4 > Settings... from the contextual menu,
- By Control-clicking the safe's avatar and choosing FileGuard X4 > Settings... from the contextual menu,
- By selecting the safe in FileGuard X4's main window and clicking the Settings button,
- By selecting the safe in FileGuard X4's main window and choosing Safe > Settings...,
- By pressing the Option key while: double-clicking the open safe's icon, double-clicking the open safe's avatar, double-clicking the opened safe in FileGuard X4's main window, or choosing the open safe's name in the Intego menu > FileGuard X4 menu.

In any case, the Settings window is only available when the safe is open by the safe's owner. For information on how to open safes, see "Opening Safes".

The Settings window is similar to the one that appears when you first create a new safe, but with two differences: first, it lacks the Contents section, which is discussed in "Creating Safes with the FileGuard X4 Main Window". Second, a Permissions section takes the place of the "Create options" section. In total, there are three sections: Appearance & Size, Permissions, and Advanced. We'll discuss each of these in turn.

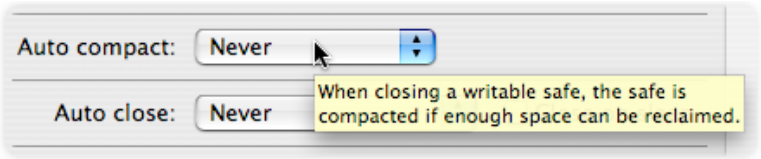
Each section has a small arrow called a disclosure triangle: clicking it will alternately hide or show the section's options, like so:





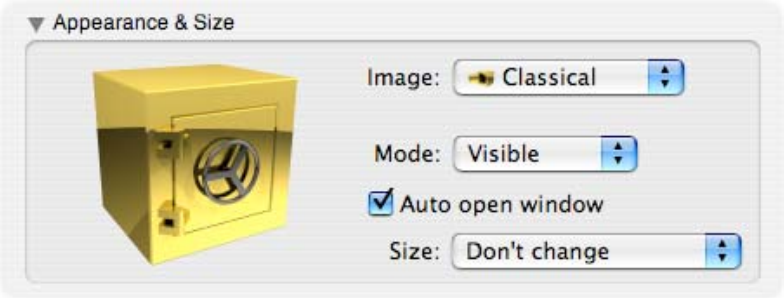
If you don't see all the options, click the disclosure triangles as needed. Conversely, you can use the disclosure triangles to hide sections if the window is too tall to fit on your screen.

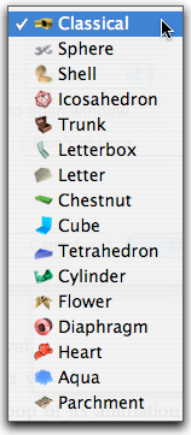
Finally, there's help in FileGuard X4 itself. Some controls in the Settings window reveal help texts when you hover the cursor over them for several seconds.



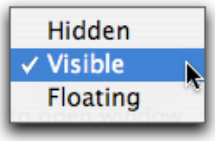
Appearance & Size

The first section controls four facets of how you interact with safes: the avatar, the safe's visibility, whether a safe's window opens automatically, and the safe's size.



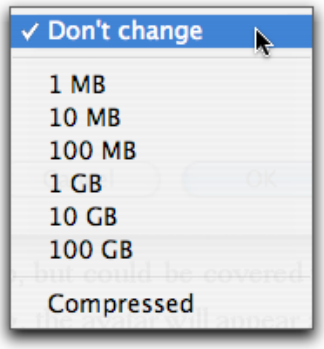


The first popup menu offers a selection of 16 avatars that you can use to make your safes stand out. Each is animated, and clearly indicates whether the safe is closed or open. Selecting any avatar in the Settings screen shows a repeating loop of the animation that displays on your screen when you open or close this safe.



The second popup menu determines whether an avatar will display when a safe is available. By default Visible is selected, which means that the avatar will sit on your Desktop, but could be covered up by other windows. If you choose Floating, the avatar will appear above all windows, so it's always available. Finally, Hidden means that no avatar will appear for this safe.

The “Auto open window” checkbox determines whether a safe will automatically show its contents whenever it’s opened. If not, you’ll have to double-click it twice: once to open it (and enter its password), then a second time to show its contents.

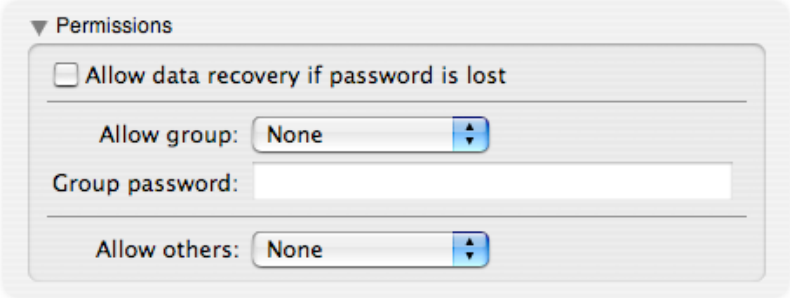


The Size popup menu determines the maximum size of your safe. The “Don’t change” choice leaves it at its current size; the Compressed choice uses your Mac’s power to shrink the safe’s contents to save space. For more information about determining the optimal size for your safes, see “Creating Safes with the FileGuard X4 Assistant”.

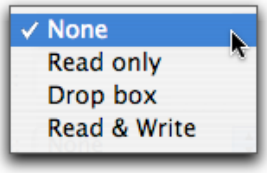
For more about avatars and working with open safes, see “Working With Safes”.

Permissions

Next on the Settings window is the Permissions section, where you can grant partial or full access to safe contents to a select group, or to the public at large, and allow data in your safe to be recovered by Intego's technical support team under extreme conditions.



The checkbox "Allow data recovery if password is lost" sets up your safe in a way that will permit Intego's technical support team—and no-one else—to open safes whose passwords have been lost or forgotten. A typical case would be for important business data that was controlled by one person, who then left the company and hasn't remained in communication. This checkbox is unchecked by default, which means a lost password results in irretrievably lost data. For more details on recovering data with this feature, contact Intego technical support at the addresses given at the end of this manual.



The second part of the Permissions section, "Allow group", lets you assign another password to the safe, to grant limited or full access to others; the third part, "Allow others", dictates the access level of people who enter no password at all.

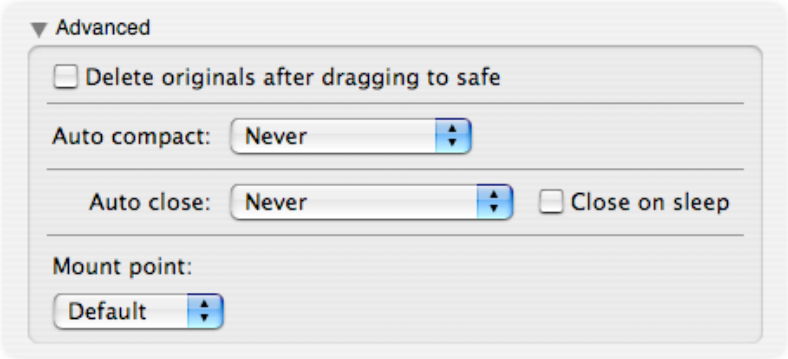
You have four options in the "Allow group" and "Allow others" popup menus: None, which grants no access to the group or public; Read only, which allows them to copy files from the safe, but not change the safe's contents; Drop box, which only allows them to

place items into the safe, but doesn't allow them to see what's in it; and Read & Write, which grants them the same access that you have.

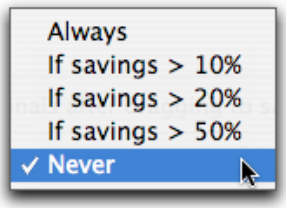
But even if you grant everybody else full Read & Write access, they still won't have your powers to change the safe's settings: therefore, you can rescind those privileges, or change how the safe behaves, at any time.

Advanced Options

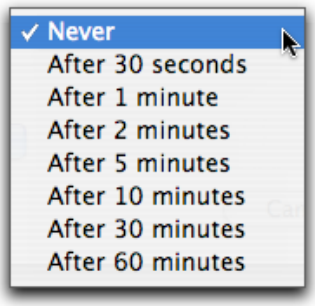
The bottom section of the Settings window, Advanced, controls a few of FileGuard X4's finer points.



The top checkbox, "Delete originals after dragging to safe", makes safes behave more like standard folders: when you drag items to a safe, or onto an avatar (but not onto a safe's window), they are deleted from their original location.



The "Auto compact" popup tells FileGuard X4 to examine the safe whenever it is closed to reclaim space left when items in it were removed. If FileGuard X4 can save a certain amount of space on your hard drive by recovering empty space, it will do so. When Always is selected, FileGuard X4 will attempt to save space every time you close the safe. Note that this process may result in a slight lag when you close safes.



The "Auto close" popup block access to your safe if you haven't used it for a set period of time. When you choose any option other than Never, the safe will close automatically after the given period. The "Close on sleep" checkbox closes this safe when you put the computer to sleep, such as when you physically close a laptop. See "Closing Safes" for an important warning regarding files that are open when a safe closes.

The “Mount point” popup lets you choose where a safe’s contents will appear when the safe is opened. This is an important feature of FileGuard X4’s flexibility: you can store safes anywhere, but direct them to “mount”—that is, create a virtual disk containing your items—anywhere on your Mac. If you leave the Default choice in place, open safes will appear in the Safes folder, located in your home folder.

You should only change the Mount point when you have a particular reason for files to appear in a different location. For example, safes created in the FileGuard X4 Assistant for e-mail and chat programs have a different mount point, because those e-mail and chat programs expect to find their contents in specific places. By changing the Mount points for these safes, the e-mail and chat programs work normally: only you know that FileGuard X4 has protected their contents.

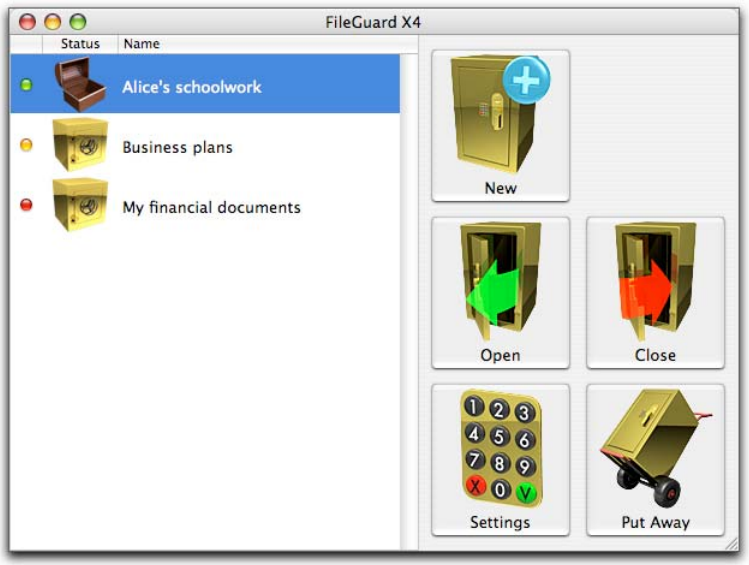
To change the Mount point manually, choose Path: from the popup menu, navigate to the desired location, then click Open.

Working With Safes

You've learned how to set up safes to suit your needs: now it's time to put them to work. Although most of FileGuard X4's functions are available by double-clicking or Control-clicking safes in the Finder, sometimes you want to manage all your safes from one place. You can do that in FileGuard X4's main window. To see it, launch FileGuard X4 by double-clicking its icon or choosing it from the Intego menu.

The FileGuard X4 Main Window

FileGuard X4's main window is in two parts: a list of available safes, and buttons for controlling them.



In this example, three safes are available. The color dot in the leftmost column indicates the safe's status: green for open, yellow for closed (but not put away), and red for closed and put away. The second column shows the avatar you chose for that safe, which can be changed at any time through that safe's Settings window, and also shows the safe's status

(open or closed). The third column shows the safe's name; if you hover your cursor over a safe's name, a tooltip displays showing the safe's path.

This list automatically updates every few seconds, and immediately whenever the FileGuard X4 main window is brought to the front. If you throw away a safe, for example, it will disappear from the list as soon as you empty the Trash and return to this window.

The right side of the screen shows buttons that apply to the safe that's selected. If no safe is selected, only the New button is available.

Safes: Open, Closed, and Put Away

Like a standard folder, A FileGuard X4 safe can be open or closed. FileGuard X4 safes can also be Put Away, which closes safes in a more complete way.

Open (green)	The safe's contents are fully accessible to the extent allowed by its settings: you can add files to it, remove files from it, change its settings, and see its avatar on the Desktop. However, you can't delete the safe, or move it to the Trash.
Closed (yellow)	The safe's contents are inaccessible until you open it and enter a password (if applicable), but the avatar is still available. You can't add items to or delete items from the safe, change its settings, or delete the safe itself. This state only occurs when you've set the safe to show its avatar: closing a safe whose avatar isn't visible is the same as putting it away. Mac OS X treats a closed safe as though it's an open file, but you can't get at its contents.
Put Away (red)	As with a closed safe, one that is put away is fully inaccessible. At this point, you can safely rename the safe, or drag it to the Trash and delete it. (See "Renaming and Deleting Safes".)

There are several ways you can open, close, and put away safes. Here is a list of the different possibilities:

	Open	Close	Put Away
Through the Mac OS X Finder. Safes act like folders in the Finder: you can double-click a safe, choose File > Open, or Control-click a safe and choose Open from the contextual menu. If the safe is already open, you'll see its contents; if it's closed or put away, FileGuard X4 will ask for its password, then open the safe if the password is correct. Double-clicking the icon of an open safe while pressing the Command key closes that safe.	**X**	**X**	
Through the Intego menu. A complete list of safes on your Mac appears in the Intego menu > FileGuard X4, with their icons and statuses showing. Selecting an open safe will reveal its contents; selecting a closed or put-away safe opens it, after you enter the appropriate password. Selecting an open safe while the Command key is pressed closes that safe.	**X**	**X**	
Through the Mac OS X Dock. When FileGuard X4 is running, you can Control-click its icon in the Dock to show a list of safes on your Mac. As with the Intego menu, selecting an open safe will reveal its contents, while selecting a closed or put-away safe opens it, after you enter the appropriate password.	**X**		
Through the contextual menu. Control-click a safe, then choose FileGuard X4. If the safe's currently open, you'll be able to choose Close or Put Away. If it's closed, you'll only be able to choose Put Away.		**X**	**X**

	Open	Close	Put Away
By Control-clicking the safe's avatar. If the safe is open, you'll be able to choose Close or Put Away; if it's closed, you'll only be able to choose Put Away.		X	X
By double-clicking a safe's avatar. If the safe is already open, you'll see its contents; if it's closed, FileGuard X4 will ask for its password, then open the safe if the password is correct. Double-clicking the avatar of an open safe while pressing the Command key closes that safe.	X	X	
Through buttons in the FileGuard X4 main window. Click a safe to select it, then click the appropriate button.	X	X	X
By pressing the Command key while double-clicking an open safe in the FileGuard X4 main window, which closes the safe.		X	
Through menu choices and command key combinations in the FileGuard X4 main window. Under the Safe menu are the choices Open (Command-O), Close (Command-W), and Put Away (Option-Command-P).	X	X	X
Through a button, when opening a safe. A Put Away button appears in case you change your mind and decide not to open the safe.			X

WARNING: If a safe contains open files when you close it or put it away, you won't be able to save those files back to the safe. Instead, use "Save As..." to save those files to another location.

When you re-open the safe, it will contain the last saved version of the file, and won't include changes you made after closing the safe. Replace the copy in the safe with the more recent copy you saved elsewhere.

Some programs treat open files in unusual ways. If you experience problems with documents inside safes, try quitting their programs entirely before closing the safe.

No matter what method you use, opening a closed or put-away safe brings up a dialog box, prompting you to enter a password.

If you've given access to a safe through the "Allow group" or "Allow others" settings, you can open the safe with those access restrictions here: see "Permissions".

The checkbox "Store password in keychain" remembers what you enter in the Mac OS X keychain that's specific to the current user. It's a good idea to not check this box if other users access your Mac using your account, unless you have changed your keychain's password. By default, your keychain's password is your login password, and your keychain unlocks when you log into your Mac. You can change this password in the Keychain Access application, located in your /Applications/Utilities folder. See the help for Keychain Access to find out how to make this change.

Accessing Safes from Within Other Applications

If you created safes using the FileGuard X4 Assistant, you might remember that you had the option of protecting folders of e-mail and chat communications. (For more information about this process, see "Creating Safes with the FileGuard X4 Assistant".) Those e-mail and chat folders are converted into password-protected safes, and their original folders are deleted. When you open one of these safes, it opens so it resembles a folder (at least to Mac OS X) that the e-mail or chat program can see.

To put it another way, you have to open a file's safe to see its contents through an application such as an e-mail or chat program. Fortunately, the FileGuard X4 Assistant gives obvious names to such safes: For example, "E-mails – Mail" is the safe that protects Apple Mail archives. All you need to do is open it, and all your e-mail will become visible in Apple Mail. (For information about opening safes, see "Safes: Open, Closed, and Put Away".)

Applications differ: some require all of their files to be available at launch, while others are less strict. The best policy is to open the safe you need *before* launching the application, and quit the application before closing the safe.

Avatars

By default, each safe has an avatar—that is, a visual representation of the safe in a different form. You could think of the safe file and the avatar as being two doors that enter the same room: you could repaint one door or even board it up, and neither the room's contents nor the other door will be affected.

You see a safe's avatar when the safe is in its open or closed state, but not when the safe has been put away. Here's an example of two safes, one open and one closed, and their avatars.

When these avatars first display, they'll all appear at the same location on your screen; however, you can drag them wherever you like. Avatars remember where they were last placed, and will appear in the same place after you put their safes away and re-open them.

In other respects, avatars act like the safe icons they represent. If you have permission to change the contents of a safe, you can add files to it by dragging them on its avatar; likewise, you can reveal an open safe's contents by double-clicking its avatar.

You can change an avatar's appearance, including whether it floats above other programs or appears at all when its safe is open. For details, see "Modifying Safes: Appearance and Size".

Adding and Removing Files

There are several ways to change the contents of a safe. In each case, adding files to a safe *makes copies* of the files. If you have checked the "Delete originals after dragging to safe" checkbox in the safe's Settings window, the original files will be deleted only when you drag them onto a safe's icon or avatar, but not when you drag them onto a safe's Finder window. (See "Modifying Safes: Advanced Options".)

Add items to a safe	• Drag them to the safe's window in the Finder, • Drag them on top of the safe's icon in the Finder, • Drag them on top of the safe's avatar in the Finder, or, • When first creating the safe: Drag them to the Contents section or click the + sign. See "Creating Safes with the FileGuard X4 Main Window".
Remove items from a safe	• Drag them directly from the safe's open window to Mac OS X's Trash, or, • Highlight one or more files and press Command-Delete to send them to the Trash.

Note: when dragging items from the Finder to a safe's window, icon or avatar, you can cause the original items to be deleted by holding down the Command key when dragging.

If you see a small icon of a pencil with a line through it at the lower-left corner of a safe's window, this means you don't have permissions to write to the safe.

There are two likely reasons:

- You opened the safe using the "group" or "others" password instead of the safe's main password, and those passwords don't have write access. To write to the safe, close it and re-open it using its main password. See "Permissions".
- The safe's size is set to Compressed, which makes the safe read-only. This commonly happens when you create safes through the "New safe with contents..." option in the contextual menu. To make the safe writeable again, change its size in the Settings window to something other than Compressed. See the Size & Appearance section of "Modifying Safes" and "Creating Safes with Contextual Menus".

Transporting, Renaming and Deleting Safes

A safe in its put-away state behaves very much like any other file: you can send it via e-mail, transmit it over a network, or carry it on a portable hard drive, USB drive, CD, or DVD.

There's only one rule to remember: **to ensure data integrity, make sure the safe has been put away before making a copy**. When a safe has Closed or Open status, your Mac treats it like an open file: copies made from such safes may not have the contents you expect, or may behave erratically.

To rename a safe, click its icon in the Finder and press Return on your keyboard. The name of the safe highlights, and you can type a new name. The new name won't be reflected in the FileGuard X4 main window until you've made the FileGuard X4 the active, frontmost program, or waited a few seconds for the list to refresh by itself.

Although you need the FileGuard X4 program to create and modify safes, you can open them on any Mac. They will appear as read-only safes, avatars intact, and be protected by the same passwords. For this reason, you can use safes to send files to friends or colleagues in total security—even if someone intercepts the safes, they cannot get at their contents without the password. For another person to be able to open a safe, you'll need to send them the password. Don't do this by e-mail, because that's not secure—it's best to do this over the telephone.

To delete a safe, click its icon in the Finder and drag it to the Trash, or press Command-Delete. If it has Open or Closed status, you'll get a warning that it "cannot be moved to the Trash because it is open". Put it away, then try again. Make sure you've made copies of any files you want to keep before deleting a safe.

The FileGuard X4 Dock Icon

When FileGuard X4 is running, its icon in the Dock shows a list of safes on your Mac, with check marks next to those that are open, and the total number of open safes in a red badge. Control-clicking the Dock icon, or clicking it and holding down the mouse button for a few seconds, presents you a list of safes on your Mac, along with a New Safe... option.

About FileGuard X4

When you choose About FileGuard X4 from the FileGuard X4 menu, a window displays showing information about the program, such as the version number and your support number (which you'll need for technical support).

FileGuard X4
Version 10.4
User:
Company:
Support #:
© 2007 Intego. All rights reserved. Intego, FileGuard, NetUpdate and the Intego logo are registered trademarks or trademarks of Intego.

Clicking the version number displays the exact release number, which may be useful for support purposes. Clicking the Support # link launches your e-mail program with a message addressed to Intego Technical Support, with information in the Subject line that will help you get faster service.

Technical Information

FileGuard X4 safes can be located anywhere on your Mac. However, those created to replace e-mail and chat transcripts need to have mount points set for specific locations, or those programs won't be able to find them.

If you need to restore data from a safe, you can use the above information to replace folders for these applications as they were before safes were created: copy the corresponding safe's contents to a new folder with the appropriate name, close the safe, then place the folder at the indicated path. (Note: the ~ symbol is a shortcut for your home folder.)

Chat Programs

Adium	~/Library/Application Support/Adium 2.0
aMSN	~/Library/Application Support/amsn
AOL Instant Messenger	~/Library/Logs/AIM®
Apple iChat	~/Documents/iChats
Fire	~/Library/Application Support/Fire
ICQ	~/Library/Preferences/ICQ
Mercury	~/Mercury
Microsoft Messenger	~/Documents/Microsoft User Data/Microsoft Messenger Data
Skype	~/Library/Application Support/Skype
Yahoo! Messenger	~/Documents/Yahoo! Conversations

E-mail Programs

Apple Mail	~/Library/Mail
Microsoft Entourage	~/Documents/Microsoft User Data/Office 2004 Users
Mozilla Thunderbird	~/Library/Thunderbird
Qualcomm Eudora	~/Documents/Eudora Folder/Mail Folder

Technical Support

Technical support is available for registered purchasers of Intego FileGuard X4.

By e-mail

support@intego.com: North and South America

eurosupport@intego.com: Europe, Middle East, Africa

supportfr@intego.com: France

supportjp@intego.com: Japan

From the Intego web site

www.intego.com